



POLICY:	Nikkei Internment Memorial Centre Special Access	
Effective Date: September 8, 2020	Authorized By: Resolution #195/20	Replaces: Policy adopted August 15, 2018 (Resolution #246/18)

PURPOSE:
To guide staff responses to requests for access to the site and the permanent collection for viewing, research, or study, or to photograph, sketch, or film.

Scope:

This policy applies to requests for special access to the site, and the collection at the Nikkei Internment Memorial Centre for research, or study, or to photograph, sketch, or film. Still photography and filming for personal use is permitted at the Centre, does not require prior approval and is not subject to this policy.

Definitions:

Village of New Denver ("Village")	The Corporation of the Village of New Denver
Nikkei Internment Memorial Centre ("NIMC")	Property located at 306 Josephine St., New Denver, BC, that is owned by the Village of New Denver. Includes all site elements (including but not limited to the grounds, gardens, buildings, infrastructure and displays.)
Permanent Collection ("Collection")	The group of objects and archival material brought together in order to represent and document the life and condition of the Nikkei living the New Denver Orchard and surrounding West Kootenay camps between 1942 and 1957 and supporting material.
Archival Material	Information records pertaining to the life and condition of the Nikkei living in the New Denver Orchard and surrounding West Kootenay camps between 1942 and 1957. These records can consist of a variety of media including textual material and audio visual recordings.
Artifact	An object remaining from a particular period which in this case pertains to the Nikkei living in the New Denver Orchard and surrounding West Kootenay camps between 1942 and 1957.

Staff	An employee of the Village of New Denver assigned to a project.
Non – Commercial Production	Any project that is not primarily intended for or directed towards commercial advantage or monetary compensation. This category includes, but is not limited to: student projects, research projects and projects conducted by a not for profit/educational group or organization.
Special Access	Any access other than regular visitor admission. This includes access during regular opening hours as well as after-hours and off season.

OBJECTIVES:

- To provide and control special access to the NIMC’s Collection and site.
- To assist researchers, artists, photographers, and members of the public in accessing the NIMC’s Collection and site.
- To provide a high level of service in response to requests to utilize the NIMC for the purpose of research and inquiries about other forms of special access to the NIMC Collection and the physical site.
- To build the NIMC’s public profile through involvement with educational institutions, artists, photographers, and members of the public.
- To minimize disruption of normal NIMC activities as a result of research and special access to the Collection and site.
- To recover costs associated with providing this service.
- To preserve the institutional reputation, public image, and integrity of the NIMC.

SPECIAL ACCESS CONDITIONS

1. The approval of projects requesting special access to the NIMC shall be based on the guidelines and definitions within this policy.
2. Anyone can make an application for special access to the NIMC's Collection and site. Research visits are NOT restricted to those affiliated with other museums or academic institutions.
3. Anyone wishing to have special access to the site and Collection for research or study, or to photograph, sketch, or film, must complete the Village of New Denver's Special Access Application Form.
4. Any staff decisions made under this policy may be appealed in writing to the Council of the Village of New Denver.
5. The Village may share information contained in the application with stakeholders as part of the application process.
6. The Village of New Denver reserves the right to reject applications which:
 - a) Conflict with other events at the NIMC;
 - b) Jeopardize the security or safety of the collection or site;
 - c) Subject the site, items in the Collection, or the culture from which they come, to misrepresentation or disrespect;
 - d) Cannot be met because of limited time or staff resources.
7. The following are specifically included in the non-commercial classification:
 - (a) Officially recognised educational institutions including public and private schools, colleges and universities;
 - (b) Non-profit societies;
8. Staff availability and conflict with other Village of New Denver events may impact processing times and scheduling of access. Requests may be denied due to staff availability.
9. Access may be denied or revoked at anytime if it is negatively impacting visitor experience or the integrity of the site.
10. Special access may be limited to avoid disruption to daily activities or the general visitor experience at the NIMC.
11. Requests should indicate the specific object(s) or archival material to be accessed.
12. All requests should describe the scope of the project and (if applicable) the medium in which the object(s) will be reproduced, e.g. print, video, etc.

13. Village staff must be present for the duration of the special access.
14. Requests to handle, move, or transport specific artifacts or archival material must be included in the application. No handling of items in the Collection is allowed without the express written consent of the Village of New Denver.
15. The reproduction of any image of an object in the NIMC Collection or of the site is limited to what has been approved specifically in the application, and permission is granted for one-time use only.
16. Should the applicant wish to reproduce the material gathered, the applicant must seek written approval for each additional use.
17. Images of objects in the NIMC's collection or of the site cannot be cut or altered in any manner which will distort them without prior approval from the Village of New Denver.
18. A copy of the final project may be required by the Village of New Denver as a condition of approval.
19. All applicants may be required to carry \$2 million liability insurance with the Village of New Denver listed as an additional named insured. Applicants may be required to provide the Village of New Denver with a copy of the insurance policy and certificate. If insurance policy is not required
20. Fees for special access may apply.
21. All applicable fees should be made payable to the Village of New Denver.



APPLICATION PROCESS

- A written request is submitted to Village of New Denver staff.
- Village staff will review the request and contact the applicant for further clarification if necessary. A completed Collection Access request form will typically be required.
- Staff will determine if the application can be approved and will provide fee estimates.
- For approved projects, the signed usage agreement, required fees and insurance policy or declaration must be received before site access can be arranged through the Village office.
- Once the project is completed and the site has been checked for any damage, a final invoice will be sent to cover any further costs associated with the project;

APPLICATION CHECKLIST

- The applicant submits a completed Collection Access Application Form, as well as the following;
- A letter of intent, including a brief description of the project, that specifies the exact nature of the proposed activities to take place at the NIMC, details of the distribution or intended use of the final product.
- Project Script (draft version is acceptable).

Available Information

Copies of the Corporation of the Village of New Denver's Nikkei Internment Memorial Centre Access Policy and additional information are available from:

Village of New Denver Municipal Office:

115 Slocan Avenue, PO Box 40, New Denver, BC, V0G 1S0 Canada

Email: office@newdenver.ca

Phone: 250-358-2316

newdenver.ca

<input type="checkbox"/> Camera/Dolly/equipment on paths or in buildings (give details) Attach separate sheet if necessary
<input type="checkbox"/> Intermittent closures of exhibits or buildings required (give details) Attach separate sheet if necessary
<input type="checkbox"/> Total closure of the site is required (give details) Attach separate sheet if necessary
FOR OFFICE USE:
<input type="checkbox"/> Insurance policy and certificate received
<input type="checkbox"/> Copy of Script Received
<input type="checkbox"/> Payment Received
<input type="checkbox"/> Additional Information Required
<input type="checkbox"/> Additional Information Received

Permit Issued by:

Date:

Chief Administrative Officer

Permit Holder